

[Your Company Letterhead]
[Your Name]
[Your Job Title]
[Your Company Name]
[Your Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Job Title]
[Recipient's Company Name]
[Recipient's Company Address]
[City, State, Zip Code]
Dear [Recipient's Name],
Subject: Quotation Submission for [Project/Service Description]
We are pleased to submit our quotation for [brief description of the project/service].
Quotation Details:
- **Item/Service Description:** [Description]
- **Quantity:** [Quantity]
- **Unit Price:** [Price]
- **Total Cost:** [Total Price]
Payment Terms: [Payment terms]
Delivery Timeframe: [Delivery timeframe]
We believe that our proposal will meet your needs and requirements.
Should you have any questions or require further information, please do not hesitate to contact me directly.
Thank you for considering our quotation. We look forward to the opportunity to work with you.
Best regards,
[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Job Title]
[Your Company Name]